

# EVERETT CITY COUNCIL AGENDA ITEM COVER SHEET

## PROJECT TITLE:

Resolution setting a policy for travel and training expenditures for City Elected Officials, and repealing Resolution No. 4689

☐ Briefing  
☐ Proposed Action  
☐ Consent  
☐ Action  
☐ First Reading  
☐ Second Reading  
☐ Third Reading  
☐ Public Hearing  
☐ Budget Advisory

COUNCIL BILL #

Originating Department

Contact Person

Phone Number

FOR AGENDA OF

Council

T Benedict

Initialed by:

Department Head

CAA

Council President

### Location

City wide

### Preceding Action

Council Budget  
Committee 10/21/15

### Attachments

### Department(s) Approval

Legal

Amount Budgeted	-0-	
Expenditure Required	-0-	Account Number(s):
Budget Remaining	-0-	
Additional Required	-0-	

## DETAILED SUMMARY STATEMENT:

This resolution repeals the previous travel policy for City Elected officials and sets the new policy for travel and training expenditures incurred by the City Elected Officials.

**RECOMMENDATION** (Exact action requested of Council): Adopt Resolution setting a policy for travel and training expenditures for the City Elected Officials and repeal Resolution No. 4689.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION setting a policy for travel and training expenditures for City Elected Officials, and repealing Resolution No. 4689**

**WHEREAS**, the Mayor and City Council wish for City elected officials to be responsible to Everett citizens and maintain high ethical standards by detailing its policies for travel and expenses; and

**WHEREAS**, citizens in Everett are best served by City elected officials, such as Mayor, Councilmembers, and Municipal Court judges, exercising prudence in incurring expenses on official city business; and

**WHEREAS**, seminars and conferences can offer unique opportunities for contacts, new ideas, and innovative solutions to common City problems, and representation by City elected officials on intergovernmental committees, boards and organizations can serve the City's best interests in the region;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EVERETT** that:

**SECTION 1.** City elected official representation at national, local, regional and state levels is encouraged to increase Everett' knowledge of and voice in intergovernmental issues. Mayor and Council representation on intergovernmental board and committees shall be reported to the full Council, with information updates. Travel costs including meals, mileage, and parking incurred in attending such meetings shall be eligible for reimbursement as provided herein.

**SECTION 2.** City elected officials who attend conferences, meetings and seminars while in performance of duties which educate them, or promote, develop, publicize, or otherwise serve the City's interests shall be entitled to reimbursement for their travel, meals, registration fees, and program materials.

**SECTION 3.** Attendance by City elected officials at meetings, conferences, and seminars should be planned as early as possible in order to coordinate travel plans.

**SECTION 4.** Preference should be given to all annual, committee, workshop, or task force meetings scheduled by the National League of Cities, the U. S. Conference of Mayors, or the Association of Washington Cities, or, with respect to Municipal Court judges, judicial conferences or similar activities.

**SECTION 5.** Upon return from conferences, seminars and training classes, the Mayor and Councilmembers shall report to the Council verbally or in writing the results of their travel.



**SECTION 6.** City elected officials will exercise prudent judgment in incurring expenses on City business. If there is a questionable expenditure, the Council President shall present the matter to the Budget Committee (or other committee of Council appointed for this purpose) who will make a recommendation to the Council regarding that expenditure. Excessive or unnecessary expense shall not be reimbursed. Only expenses that benefit the City are reimbursed.

**SECTION 7.** In the interest of timely efficient City policy decisions, nominal food items and non-alcoholic beverages necessary for sustenance and nourishment for City elected officials while at City facilities performing their duties, shall be authorized and reimbursed. These nominal food items and non-alcoholic beverages for Councilmembers shall be provided for in the Council travel and training budget.

**SECTION 8.** The procedures to use in attending classes, training, meetings, conventions, and conferences are as follows:

- A. All Council out-of-state and/or travel requiring an overnight stay, where expenses will be incurred, shall require prior approval from the Council President or his/her designee. The Council President shall require prior approval from two Councilmembers for all out-of-state and/or travel requiring an overnight stay, where expenses will be incurred;
- B. On or before the tenth day following the close of the travel period for which funds have been advanced to the City elected official, he/she shall submit to the City Clerk a fully itemized travel expense voucher, for all reimbursable items, accompanied by the unexpended portion of such advance, if any;
- C. Reimbursement to City elected officials for the use of personal vehicles is limited to the standard City established rate per mile and must be documented by a vehicle log;
- D. When making hotel/motel room accommodations, an effort shall be made to obtain the single occupancy rate, governmental rate, or conference rate (if applicable). This effort shall be documented on the travel expense voucher;
- E. For the purposes of meal reimbursement under this resolution, breakfast is between 6am and 12pm, lunch is between 12pm and 6pm, and dinner is between 6pm and 12am. All meal times are local time at the travel location. To establish eligibility for a meal reimbursement, travel status must have begun at least three hours prior to the meal;
- F. Reimbursable meal costs for City elected officials are limited in all cases to the federal per diem rate for each meal as established by the United States General Services Administration. This is currently available at <http://www.gsa.gov/portal/content/104877> for establishing travel location, and <http://www.gsa.gov/portal/content/101518> for

specific meal amounts. Meals included as part of registration should not be considered eligible for reimbursement;

- G. If claims for reimbursement include expenses of officers and employees other than the claimant, such other officers and employees shall be listed by name and title;
- H. Claims for reimbursement must be signed by the elected official and be approved by the Council President, who shall consider if the expenses were expenses that benefited the City. If the Council President denies the claim for reimbursement, it shall be referred to the Budget Committee for a recommendation to the Council. If the claimant is the Council President, reimbursement must be approved by two Councilmembers;
- I. While on City business, parking tolls, public transportation, taxis, registration/materials fees, and porter services may be claimed for reimbursement by the elected official. Each must be itemized when claiming reimbursement. Any item in excess of \$10.00 requires an original receipt;
- J. Claims for meal costs at a meeting which includes persons other than City officers or employees shall include the name of such persons and the City business related purpose for the meeting;
- K. Elected officials' telephone calls to citizens, to their homes and to City facilities, restricted to City business, shall be authorized and recognized as a legitimate business expense;

**SECTION 9.** Any claim for reimbursement, made pursuant to this resolution, must be submitted within sixty (60) days following the expenditure. No claim for reimbursement shall be approved if submitted more than sixty (60) days following the expenditure, unless good cause is shown why the claim for reimbursement was not submitted within sixty (60) days following the expenditure. If a claim for reimbursement is denied on the basis of late submittal, it shall be referred to the Budget Committee for a recommendation to Council.

**SECTION 10.** Resolution No. 4689 is repealed.

**Councilperson Introducing Resolution**

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**PASSED and APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2015.**

**Council President**

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